

**Instructions for the Bachelor of Business Administration (General) External
Degree – Intake XIII (2026).**

1. Following documents are compulsory to submit along with the application

- I. Six (6) colour photographs (4 cm × 5 cm).
- II. A certified photocopy of your Birth Certificate (certified by a Justice of the Peace or the Principal of your school).
- III. If your name has changed or differs from your Birth Certificate, submit certified photocopies of the relevant document(s), such as:
 - Affidavit
 - Certificate of Samanera
 - Marriage Certificate
 - Amended Birth Certificate
- IV. A certified copy of G.C.E. (A/L) results sheet issued by:
 - the Department of Examinations, or
 - Principal of the school .
- V. Certified copies of the certificates of any other qualifications and a certified photocopy of the National Identity Card (NIC).

2. Application process

- The link to Download the application form and information from the Rajarata University website. <http://cdce.rjt.ac.lk/>
- The link to Complete the Google Form for online submission of the application .
<https://forms.gle/d19wqV5iZbdoNGZt5>

3. Application fee

The application fee of Rs. 1,500.00 should be paid to:

- **Bank:** Bank of Ceylon
- **Branch:** Mihintale
- **Account No.:** 074 80 3800
- (You may pay at any Bank of Ceylon branch.)

4. The documents to be send via registered post

The following documents should be sent to the Deputy Registrar of the Center for Distance and Continuing Education on or before 31.08.2026.

- I. Completed application form
- II. Certified copy of Birth Certificate
- III. Certified copy of NIC
- IV. Certified copy of G.C.E. (A/L) certificate/results
- V. Original bank payment slip (or as instructed)

Postal Address:

Deputy Registrar
Center for Distance and Continuing Education
Rajarata University of Sri Lanka
Bulankulama Dissa Mawatha, Stage II,
Anuradhapura

Contact Information

- **Telephone:** 025 2260220
- **Email:** exam@cdce.rjt.ac.lk

Registrar
Rajarata University of Sri Lanka